OPERATING GUIDELINES

INCIDENT BUSINESS ADMINISTRATION

____ (Unit Name)

Enclosed are Operating Guidelines for Incident Business Administration activities on the ________. These guidelines are provided to support Incident Management Team operations and to provide consistency in incident business management operations throughout the unit. Deviation from these guidelines will be negotiated with the Incident Business Advisor or Agency Administrator prior to use of a different procedure or guideline.

Incident Business Advisor

Delegation of Authority – The Incident Agency's Administrative Officer/Manager or appropriate official (*name*, work phone (###) ###-####; home phone (###) ###-####) is the delegated Incident Business Advisor for the Incident Agency. During his/her absence, any of the following may be delegated Incident Business Advisor responsibilities, depending on their availability:

Name	Position	Work Phone#	Home Phone #

An off-unit Incident Business Advisor may be called in to assist during periods of excessive fire activity.

Responsibilities

The focus of the Incident Business Advisor is as a liaison between the Agency Administrator and Incident Management Team. She/he will make visits to any established incident command post, R&R facilities, staging areas, expanded dispatch, buying unit centers, and other incident support centers to facilitate communication and successful incident business practices. Technical specialists may accompany the Incident Business Advisor to assist in specific areas of concern.

The Incident Business Advisor will provide all incident support activities with telephone number(s) to ensure 24-hour service for any business management assistance.

Organization and Communications

Names of the individuals responsible for counterpart activities on the incident are to be provided to the Incident Business Advisor for contact purposes.

As a minimum, the Finance/Administration Section Chief (FSC) and Incident Business Advisor will establish a set time for daily communications for information exchange and to report current progress of incident business management operations.

Note: It is recommended that the FSC contact the Incident Business Advisor after the Incident Management Team has been notified of release from the incident, to ensure all transitioned financial processes have been finalized, and to check on the status and condition of payments processed by the Finance Section. Follow-up will also be made following fire payments to provide information on fiscal, procurement, etc. insights.

The PUL should communicate with the Supply Unit Leader and Buying Team leader throughout the incident. The open flow of communication between these parties will facilitate acquisition needs, as well as property tracking.

Procurement

Upon arrival on the _________ (unit name), the Finance Section (Procurement Unit Leader) will be given an Incident Service and Supply Plan (if one has established). If available, an employee from the Acquisition staff will deliver the book, in person, to discuss information provided in the plan.

Included in the Service and Supply Plan are:

- Acquisition Organization
- Emergency Services (including Agency-Provided Medical Care information)
- Listing* of Emergency Equipment Rental Agreements (EERAS)
- Local interagency agreements and operating plans
- Forest Procurement Procedures
- Geographic Area Equipment Rates (Interagency Incident Business Management Handbook, Chapter 20)
- Order Forms
- Maps - geographical information
- Buying Unit Procedures
- Supply/Service Vendors (including Blanket Purchase Agreements)

*	Copies of the individual emergency equipment rental agreements can be obtained from Acquisition after it is determined what agreements are being used on a specific incident.
*	Many of the normal restrictions on purchasing supplies and services apply when buying for incident operations. Some exceptions exist, such as commissary items and items in lieu of per diem necessary for operating an incident camp. Procurement personnel should consult with the Incident Business Advisor before purchasing items of questionable nature or questionable quantities.

Meal and Motel tickets will be used and must be signed by both the procurement official and the individual(s) issued to with all the restrictions applied.

Buying Unit Procedures

As a minimum, when an Incident Management Team is assigned to the _________ (unit name), a unit Buying Unit Team will be established.

The unit's Administrative Officer/Manager will determine when a Geographic Area Buying Team will be ordered to replace the unit's Buying Team. The unit's Buying Team members may be included in the organization of the Geographic Area Buying Team, depending on availability. When a Geographic Area Buying Unit is assigned, the operating procedures described in the National Interagency Buying Team Guide will be followed, along with any applicable Geographical Area supplements.

The Incident Business Advisor and/or appropriate official will consult with the Incident Management Team/expanded dispatch to decide when to release a Buying Team.

Buying Team Leader should visit the incident administrative sites and establish open lines of communication with the incident supply unit and the incident procurement unit leader. Establish a direct ordering system between the supply unit and the buying team to expedite procurement resource orders. On those incidents where a direct ordering system is not practical, orders should be processed through expanded dispatch. Items available through the national cache system should be ordered through established channels.

Property Management

The Incident Agency unit expects the incident management team to place a high priority on property management. Included in this expectation is the need for the Finance Section to review property issuance (including gas/oil/WCF/other), sign out, and return procedures to ensure proper accountability. The buying team leader should assume responsibility for coordinating with the incident on property tracking. Buying teams are responsible for ensuring that accountable property (which they have purchased) is tracked and the information available to the incident unit for record keeping purposes.

During the demobilization process, Agency specific forms (e.g., Forest Service AD-112), will be processed when items are not returned to supply. These forms will always be signed by the employee's supervisors.

If property items are not returned by vendors assigned to the incident, a system will be incorporated to ensure the value of missing items is deducted from the payment invoices.

All property treated as replacement will be so described on Agency specific forms, Waybill, or left on the incident for rehab or mop up (manifest to the incident unit). All property left on the unit at the close of the incident, will be properly temporarily transferred on the Agency's form.

Commissary

National Contract commissaries are established and available through the resource ordering process. Due to the need for efficiency and cost effectiveness, contract commissary operations should be used whenever available. Force account commissaries should be used only when contract commissaries are not available. The commissary process may also be used on a case-by-case basis if individuals need emergency replacement, such as prescriptions or required personal items.

The FSC is designated as the contract commissary Contracting Officer's Representative (COR). The FSC should establish a commissary operating plan with the contractor when the commissary arrives at the incident. The contractor should have a copy of the current contract for the FSC's use. If not, a copy of the contract should be obtained from the appropriate Contracting Officer (CO). Near the end of the commissary operations the FSC should complete the evaluation form in the contract and forward a copy of the evaluation to the appropriate CO, for use in future contract award evaluations.

The commissary contract lists mandatory items, optional times (which may be supplied at the discretion of the contractor), and prohibited items.

Additional items, such as tents and logo t-shirts, may be supplied with the approval of the FSC.

Force account commissary operations will supply items described in the Interagency Incident Business Management Handbook. Toiletries (toothpaste, shampoo, deodorant, etc.) will be sold in the force account commissary items; however, some personal hygiene items may be issued, free of charge, in the Medical Units.

Compensation for Injury and Agency-Provided Medical Care

The Incident Agency's individual to contact for compensation and medical treatment issues is (*person's name*), located at (*location*). Work telephone is (###) ###-####. All required copies of injury compensation forms will be forwarded to this contact, as soon as possible, for disposition. The Incident Management Teams Comp/Claims Unit Leader ensures all original documents are forwarded to the employee's home unit.

All medical services, agency-provided medical care agreements, physicians, burn center, forms, etc., are included in the Emergency Incident Acquisition Plan that will be given to all Finance Sections. If the plan is not readily available, contact the assigned Buying Unit or Incident Agency's Acquisition Section for a copy of the information.

Information Systems Management

The Incident Agency will provide the requested computer needs available to them.

Although the computer system may be used in support of the incident, it remains under the control of the Incident Agency's Computer Specialist and Administrative Officer/Manager.

Following is a list of (*unit name)* computer personnel and their home telephone numbers. The Computer Specialist (*name*) should be contacted first.

Name	**Phone**	**Shift**

ADO / APT Payments

The Incident Business Advisor, and/or FSC, and Incident Agency's Budget/Fiscal Officer will advise the Agency Administrator or Administrative Officer/Manager of the need for an Assistant Disbursing Officer (ADO) or Administrative Payment Team (APT). Normally, the ADO team/APT will be ordered for incidents expected to exceed 2 weeks in duration and the Incident Agency unit cannot provide payment support. The ADO/APT should not be ordered if the Incident Agency can support the incident in processing payments to vendors in a timely manner utilizing regular payment procedures.

Prior to processing any payments, the ADO/APT will meet with the Incident Agency's Budget/Fiscal staff to ensure procedures are in place to avoid duplicate payments.

Depending on the length of the incident and size of vendor's operations, payments may be made to vendors on a weekly basis. It is also recommended that payments to equipment contractors be made on a weekly basis if the incident appears to be long term. All payment documents should be submitted as they are closed out for processing.

Incident Agency Payments

A representative from the Budget/Fiscal Section and Acquisition will visit all assigned Finance Sections to ensure accuracy of payment processes. If available, this employee may actually work in the Finance Section as time permits.

Invoices are to be forwarded to Budget/Fiscal or Acquisition, as soon as completed, to ensure timely payment to vendors and contractors. Invoices submitted at closeout of the incident are to be hand-delivered to the Budget/Fiscal Section by a Finance Section employee who will be able to discuss incomplete payments or those requiring additional clarification.

AD-5 Rates

AD-5 rates will be determined on the basis contained in the Interagency Incident Business Management Handbook and pre-established rates in the Geographic Area AD-5 supplement to Chapter 10.

Any deviations from these established rates will be rare, and Incident Commanders may be delegated the authority for establishing new rates. The Incident Business Advisor also has the authority.

End of Pay Period Time & Attendance Reports

All assigned Finance Sections will contact the Incident Business Advisor to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period.

Law Enforcement

All criminal investigations will be conducted by the assigned criminal investigators and law enforcement officers, and will be supervised by the Agency Law Enforcement Coordinator (*name*).

Other investigations (claims, motor vehicle accidents, etc.) will by done by law enforcement or finance personnel assigned to the incident. Also, other law enforcement work (security, traffic control, etc.) will be assigned to the incident.

Closeout

The final Incident Finance Package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook. The _______________ (unit) also requires the following:

1. xxxxx
2. xxxxx
3. xxxxx

The Incident Business Advisor and Administrative Officer/Manager will participate in the exit interview of each assigned Incident Management Team. If time permits, the Incident Business Advisor and Administrative Officer/Manager will provide a verbal assessment of (1) commendable performance, (2) things that went well, and (3) things needing improvement.